

Sample article for organizations to use to reach affiliates

Customize and provide the following article to your affiliates to encourage them to apply to become a Certifying Acceptance Agent.

IRS seeks Certifying Acceptance Agents

The IRS is seeking assistance from {name of organization or title of position} in reaching out and providing local communities with information on becoming a Certifying Acceptance Agent.

Have you ever thought about becoming a Certifying Acceptance Agent? If the answer is yes, here's how you can do it.

To understand what a Certifying Acceptance Agent is, you first need to know what an Acceptance Agent is. An AA is a person, business or organization (college, accounting firm or financial institution) authorized by the IRS to help immigrants and other foreign people get an Individual Taxpayer Identification Number or an Employer Identification Number, if they are ineligible to receive a Social Security number.

A Certifying Acceptance Agent, or CAA, is an Acceptance Agent who can provide even more help to the ITIN application process. CAAs can also verify the applicant's claim of identity and foreign status by reviewing the required documents and verifying that the supporting documents are real, accurate and complete. The CAA can submit Form W-7, *Application for IRS Individual Taxpayer Identification Number*, a federal income tax return and any other required documents to the IRS. Once the ITIN is issued, the CAA receives the applicant's number directly from the IRS.

Eligibility to become a Certifying Acceptance Agent

People, businesses or organizations interested in becoming Certifying Acceptance Agents must meet the following requirements.

- They should have a valid EIN.
- They should have employees available to provide assistance when ITIN notices are returned to the client for additional information throughout the year.
- The responsible officer identified by the organization must be a permanent employee over the age of 21.
- Individuals who are identified as the responsible officer in Block 5 of the application must be legal residents of the U.S.
- The organization and designated employee must pass a tax compliance check and be current in filing and paying any tax liability.
- The responsible officers are also subject to a FBI background check. (VITA/TCE partners are no longer required to have a FBI background check.).
- The organization must be operational year-round and provide an address where correspondence can be sent throughout the year.

Completing Form 13551

If you are interested in becoming a Certifying Acceptance Agent or an Acceptance Agent, mail Form 13551, *Application to Participate in the IRS Acceptance Agent Program*, a completed fingerprint card and certification of mandatory training to:

**Internal Revenue Service
3651 S. IH 35 - Stop 6380AUSC
Austin, TX 78741**